Staffing Guidelines:
Job Functions, Responsibilities and Qualifications

Job Function(s)	Responsibilities	Minimum Qualifications	Evidence
Title II Program Director	• Provides administrative oversight of the adult education grant contract and requirements • Actively promotes and supports the adult education program to the parent organization and core partners • Provides program leadership and supervises staff responsible for adult education program operations • Participates/attends workforce board meeting in local area • Oversee the MOUs • Actively participates in required ADE/AES meetings and trainings	• Bachelor's Degree in Education, Business, or closely related field • Able to obtain or currently holds an AZ Adult Education Certificate	• Job description • Salary schedule Resumes
Title II Program Administrator(s)	• Provides day to day oversight of adult education program operations including intake, orientation, assessment, and data processes • Supervises staff responsible for adult education program operations and instruction • Actively participates in required ADE-AES meetings and trainings	• Bachelor's Degree in Education, Business, or closely related field • Able to obtain or currently holds an AZ Adult Education Certificate	• Job description (year round position) • Salary schedule • Resumes
ABE/ASE Instructional Leader(s)	• Provides leadership in the areas of curriculum, instruction, and assessment • Analyzes teacher and student data • Supervises and coaches instructors/teachers focused on improving instruction in ABE/ASE content areas and in using data to guide instruction • Is highly skilled in standards-based instruction; instructional design and planning; instructional observation; research and evaluation; and integrating technology	• Bachelor's Degree in Education or related field • Experience in teaching elementary, secondary, post-secondary and/or adult education • Prefer-Master's Degree in Education or related field • Able to obtain or currently holds an AZ Adult Education Certificate	• Job description • Salary schedule

ELAA Instructional Leader(s)	• Provides leadership in the areas of curriculum, instruction, and assessment • Analyzes student and teacher data • Supervises and coaches instructors/teachers focused on improving instruction in English Language acquisition and in using data to guide instruction • Is highly skilled in standards-based instruction; instructional design and planning; instructional observation; research and evaluation; integrating technology	• Bachelor's Degree in Education or related • Experience in teaching elementary, secondary, post-secondary and/or adult education • Prefer Master's Degree in Education or related • Able to obtain or currently holds an AZ Adult Education Certificate	• Job description • Salary schedule
Curriculum Developer/Coordinator	• Review and identify print and web based curricular resources aligned to AZ Adult Education CCR Standards • Observe work of teaching staff and recommend teaching techniques and the use of different or new technologies to strengthen instructional skills • Develop procedures for teachers to implement curriculum • Train teachers and other instructional staff in new content or programs • Mentor or coach teachers in implementing curricular resources	• Bachelor's Degree in Education or related field • Prefer Master's Degree in Education or related field • Able to obtain or currently holds an AZ Adult Education Certificate	• Job description • Salary schedule
Professional Learning Coordinator	• Provides leadership to guide the planning, implementation, and evaluation of professional learning aligned to AZ Adult Education Teacher Standards • Analyzes data to improve student learning and teacher effectiveness • Collaborates with the instructional leaders and curriculum coordinator to identify professional learning needs aligned to AZ Adult Education Teacher and CCR Standards • Coordinates and collaborates with ADE-AES professional learning staff and acts as liaison to program staff	• Bachelor's Degree in Education or related field • Prefer Master's Degree in Education or related field • Able to obtain or currently holds an AZ Adult Education Certificate	• Job description • Salary schedule

Educational Technology Facilitator(s)	- Provides leadership to guide the planning, implementation, and evaluation of technology use in the classroom and blended learning implementation - Analyzes data related to online curriculum use and technology integration to improve student learning and teacher effectiveness - Collaborates with the instructional leaders and curriculum coordinator to identify professional learning needs aligned to AZ Adult Education Teacher and CCR Standards - Coordinates and collaborates with ADE-AES educational technology staff and acts as liaison to program staff	- Bachelor's Degree in Education or related - Experience in teaching elementary, secondary, post-secondary and/or adult education - Prefer Master's Degree in Education or related - Able to obtain or currently holds an AZ Adult Education Certificate	- Job description - Salary schedule
College and Career Navigator and Transitions Coordinator	- Builds and maintains collaborations with postsecondary institutions - Provides counseling on career entry and career training - Builds and maintains relationships with WIOA core partners - Provides coordination services to participants for four quarters after participant has completed high school equivalency diploma program and reports data on performance measures	- Bachelor's Degree in education or related field - Able to obtain or currently holds an AZ Adult Education Certificate	- Job description - Salary schedule
Student Services Coordination: **Intake, orientation assessment/Testing Center Coordinator(s)**	- Provides coordination and oversight of the participant intake and orientation process - Provides coordination and oversees the standardized assessment process for ABE/ASE and ELAA participants	- Bachelor's Degree - Able to obtain or currently holds an AZ Adult Education Certificate	- Job description - Salary schedule
Data Coordinator	- Provides oversight of data collection and entry processes - Approves data and analyzes data reports - Collaborates with core partners on common performance measures	Bachelor's Degree	- Job description - Salary schedule
Data Entry	Enters student demographic data in State data management system	High School Diploma or equivalent	- Job description - Salary schedule

User Access Administrator Arizona Department of Education's Grants Management Enterprise System (GME)	• Assigns GME access and editing user rights for all individuals in the organization. This role can also be assigned to the same individual as the organizations LEA Business Manager or LEA Authorized Representative.	• Prefer Bachelor's Degree	• Job description
LEA Business Manager Arizona Department of Education's Grants Management Enterprise System (GME)	• Enters and revises grant applications, submits reimbursement requests and completion reports. First level approver for applications and revisions. Only approver for reimbursement requests and completion reports. Reconciles GME with the organization's internal accounting records.	• Prefer Bachelor's Degree	• Job description
LEA Authorized Representative Arizona Department of Education's Grants Management Enterprise System (GME)	• Second and final level of approval for applications and revisions. Organization can assign this role to its Financial Director or Superintendent. This approval role can also be assigned to the organization's LEA Business Manager.	• Prefer Bachelor's Degree	• Job description
ABE/ASE Instructor(s)	• Provides instruction to prepare participants to successfully complete a high school equivalency diploma or skills program and transition to career pathways and/or post-secondary education	• Bachelor's Degree in Education, subject area or skills area; related field • Eligible or currently holds an AZ Adult Education Teaching Certificate	• Job descriptions • Salary schedule
ELAA Instructor(s)	• Provides instruction to prepare participants to successfully acquire the skills to complete the English Language Acquisition program and transition to career pathways and/or post-secondary education	• Bachelor's Degree in Education; teaching English Language acquisition; or related field • Eligible or currently holds an AZ Adult Education Teaching Certificate	• Job descriptions • Salary schedule

Minimum Staffing Recommendations by Proposed Program Size

100-199 students	200-499 students	500-999 students	1,000-1,999 students	2,000+ students*
Administration Functions	**Administration Functions**	**Administration Functions**	**Administration Functions**	**Administration Functions**
1 FT-Director/Program Administrator	1 FT-Director/ Program Administrator	1 FT-Director 1 FT-Program Administrator	1 FT-Director 3 FT-Program Administrators	2 FT-Directors 4 FT-Program Administrators
.5-Instructional Leader/PL, Assessment & Curriculum Coordinator	1 FT-Instructional Leader/PL, Assessment & Curriculum Coordinator	2-FT-Instructional Leaders/PL, Assessment & Curriculum Coordinator	2-FT-Instructional Leaders 2 FT-PL, Assessment & Curriculum Coordinator	4-FT-Instructional Leaders 3 FT-PL, Assessment & Curriculum Coordinator
PT-Data Coordinator, Data entry	PT-Data Coordinator, PT-Data entry	1 PT-Data Coordinator, 1 FT- Data entry	2 FT-Data Coordinator, 2 FT-Data entry	2 FT-Data Coordinator, 3 PT-Data entry
LEA Business Manager, Authorized Representative, and User Access	LEA Business Manager, Authorized Representative, and User Access	LEA Business Manager, Authorized Representative, and User Access	LEA Business Manager, Authorized Representative, and User Access	LEA Business Manager, Authorized Representative, and User Access
Instructional Functions	**Instructional Functions**	**Instructional Functions**	**Instructional Functions**	**Instructional Functions**
.5-Student Services Coordinator, College & Career Navigator	.5-Student Services Coordinator, College & Career Navigator	1 FT-Student Services Coordinator, College & Career Navigator	2 FT-Student Services Coordinator, College & Career Navigators	3 FT-Student Services Coordinator, College & Career Navigators
PT-ABE Teacher PT-ELAA Teacher	1-FT-ABE Teacher 1- FT-ELAA Teacher	2-3-FT-ABE Teachers 2-3-FT-ELAA Teachers	Multiple-FT/PT ABE Teachers ELAA Teachers	Multiple-FT/PT ABE Teachers ELAA Teachers

*(For each additional 1,000 students - double # of staff positions)